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荃灣官立中學
Tsuen Wan Government Secondary School

22-23/3(E)/ADM/S1-6/A(H)

1st September, 2022

Dear Parents,

School Opening Hours

To cater for the need of students staying at school for revision outside of class hours, the school has set out the following opening hours:

	School Days	Saturdays	Sundays, School Holidays and Public Holidays
School Staff Duty Hours	07:00 – 18:00	08:00 – 12:30	----
Campus Opening Hours	07:00 – 21:30	08:00 – 21:30	08:00 – 19:30

The school premises are only open to students who need to return to school for revision. Students are not encouraged to return home late or loiter on the school campus. Please indicate in the reply slip whether or not it is appropriate or necessary for your child to stay at school for revision after discussing it with your child. For safety reasons, during their stay in the school (Saturdays, Sundays, school holidays, public holidays and after 17:15 on school days), students are not allowed to participate in any ball games or athletic activities without teachers' permission. At the end of the school opening hours, students are expected to leave the school immediately.

In case of special functions, competitions or practices where students need to stay at school for training and preparation, the teams responsible will issue notices to inform parents of the detailed arrangements.

Despite staffing constraints, every effort has been made to have school staff on duty during most of the school opening hours. Should students encounter an emergency when there are no school staff on duty, they can seek assistance from the school security guard of the outsourced service provider.

Please complete the reply slip and remind your child to return it to the class teacher on or before 5 September (Monday). Should you have any enquiries, please contact Mr LIM Kwan-yiu, Assistant Principal, at 2490 3307 during office hours.

Yours sincerely,

TANG Suk-ching
(Principal)

Reply Slip - School Opening Hours

(Please remind your child to hand in the reply slip to the class teacher on or before 5 September (Monday).)

Dear Principal,

I have noted the school opening hours and

*☐ agree

☐ disagree

with my child staying at school for revision during the hours when NO school staff are on duty.

Student's Name: _____ Parent's Name: _____

Class and Class Number: _____ () Parent's Signature: _____

Date: _____

5/9/11